

Finance Committee Meeting
17 August 2005
St. Louis, Missouri

A meeting of the Civil Air Patrol Finance Committee was held Wednesday, 17 August 2005 in St. Louis, Missouri. The meeting was called to order at 4:04 p.m. by Col Don Angel, committee chair.

Col Boyd, National Controller, called the role. Members present were:

Col Don Angel – Chair
Col Bill Webb
Col George Boyd
Col Merle Starr
Col Tom Todd
Ms. Susan Easter - Advisor
Mr. Don Rowland - Advisor

Others Present:

Brig Gen Tony Pineda, CAP/CC
Col Charles Glass, MER/CC
Col Matthew Sharkey, SER/CC
Col Russ Hodgkins, CAP-USAF
Mr. Kevin Root, CAP-USAF
Mr. Stan Leibowitz, GC
Ms. Robin Vest, WFA
Ms. Michelle Yost, IT

Col Larry Kauffman, CAP/CS
Col Rick Moseley, VA Wing CC
Col Bill Charles, CAP/IG
Col Fred Weiss
Ms. Maribeth Tyler, Grants Officer
Ms. Debi Lowtharp, WFA
Ms. Michelle Haffner, WI Wing FM
Mr. John Salvador, DO

Budget Review: Corporate and appropriated budgets were distributed and reviewed by the committee. Col Angel noted several small items in the Corporate and Appropriated budgets which were resolved. Both budgets are in line for this time of year.

Col Angel discussed the flying budgets with the committee. He asked that the committee notify the wings and regions to use what they have in their budgets or move what they do not intend to use. The extra funds can be used for other equipment items at year-end in the fallout funding.

End of Year Spending Plan:

USAF has allocated approximately \$7 million in three-year funding from '04 and '05 for the 3080 spending plan for radios. Col Angel reported that it is on track.

Investments: Col Angel announced that we have changed the Broker/Dealer that holds our investments, but not our Representative. Investments are improving, as expected.

CAPMart Update: Mr. Rowland explained that the committee has been reviewing and evaluating CAPMart for two years. The ultimate goal remains to be reduced liability to the corporation and maintaining or increasing the service to our members. Although

there is no update at this time, it is noted that we are moving forward with options previously discussed.

Ethics Policy: Policy was approved by National Commander at the last NEC meeting and will be mailed to the membership with a letter from B/Gen Pineda

CAPR 173-2: New Finance Regulation

The committee amended and voted to submit the regulation to the National Board for approval. This regulation has gone through comment and has been coordinated through CAP-USAF.

The following changes were suggested:

Paragraph 23 – Level 2 violations. Col Webb is concerned that wing commanders are not involved in the decision to restrict the wing. Col Angel pointed out that until the wing has reached the description of a Level 2 violation, the commander would have received notification of problems in the wing. The wing commander has the decision at that point to act on those violations or ignore them. B/Gen Pineda suggested adding the region commander to the signatories on the letter notifying of the restriction. There was further discussion to change wording to read: ... letter signed by the National Finance Officer and the Chief Finance Officer, with concurrence of the affected region commander... It was further added by Col Hodgkins that we need to change the next sentence to delete the region commander from the list of individuals copied on the letter

Paragraph 10 – Credit card accounts. Col Webb discussed that the credit cards will be issued in the name of the individual because the account is guaranteed by that individual. He suggested changing the wording to read: ... credit card accounts will be issued in the name of the wing.

Move to accept changes to paragraphs 23 and 10 as read above: Webb/Todd: Passed

Accountability Matrix Update: Col Angel noted that wings could go from good to bad quickly and with few changes. Ms. Easter noted that E-accounting is easing the burden for Finance Officers as well as Wing Financial Analysts. Overall, the wings are getting better with the push for accountability.

Online 108 Process: Col Angel noted that the online O-flights are making it easier for all involved to report and request reimbursements for flying missions. He proposed we push for the online process for all flying missions. Col Matt Sharkey stated that he and Michelle were slated to discuss the 108 process at the National Conference. Col Sharkey stated that he would have more answers after he and Michelle could work out the details.

The Finance Committee declared a resolution to give high priority to this important project. Motion to accept resolution: Starr/Todd: Passed

IG Investigations – Col Charles

Col Charles discussed the potential problem with a squadron in a western wing which conducts bingo. He asked that the information remain confidential as it is currently under investigation. We discovered this problem because we have recently initiated squadron-level visits in an effort to make all units accountable. He has a team going out in September to investigate. There will be an update at the next NEC meeting or Winter National Board.

Chaplain Program: Don Rowland

Mr. Rowland noted that we have moved the program management from a paid employee position to a volunteer-led position. The Chief of Chaplains still has a paid staff at National Headquarters. The staffing at National Headquarters has changed the administrative position from one employee to a function of membership services. This adds more administrative resources to the Chief of Chaplains. Mr. Rowland asked for a slight increase overall to the FY '06 budget for the Chaplains services. Col Angel asked Mr. Rowland if he could supply some numbers by the end of the meeting.

CAP Historical Foundation – Stan Leibowitz

Mr. Leibowitz explained that when the Historical Foundation was first developed, CAP gave the Foundation \$5,000 in seed money and the program has self-sustained since then. Currently, the Foundation has 65 containers of CAP memorabilia in a climate-controlled storage facility. The current cost is \$30 per month to maintain that facility. The facility has been sold to new owners and the cost is increasing to \$100 per month. The Foundation is asking for help in covering the cost of the storage of these CAP items. Col Moseley suggested he may be able to find free storage for the Foundation in that area.

The committee moved to fund the \$800 annual difference in storage costs to the Foundation subject to the report from Col Moseley regarding the free storage he may be able to obtain.

Todd/Starr, Passed

CAP Foundation:

Col Angel asked for a report. Although there is no report at this time, we are still moving forward on the Foundation. We await input from the BOG as to who and how in order to proceed.

H S I program:

Col Angel stated that the old Hull Self Insurance program has been changed to the Hull Repair Program. The NEC had appointed a special working group, headed by Col Linda Robinson, to discuss the rates to charge each wing. Col Sharkey stated that he was working on the committee and would get an update from Col Robinson on the status of the program before the National Board.

Col Angel pointed out two questions:

1. Which wing is liable for deductibles when an aircraft is being used in another wing?
2. What does USAF state as to percentage flying in A, B & C missions in reference to insurance?

Col Sharkey will confer with Col Robinson and will report.

Col Moseley, VA Wing, Unit Consolidation Project:

Virginia Wing gave a presentation on their problems with their squadron's accounting. VA Wing asked permission to volunteer to move the accounting function from the units to the wing and gave a presentation as to how they want to accomplish the move. An implementation date of 1 October 2005 was requested for the wing.

The Committee recommends the National Commander address and approve Virginia Wing's request for the one-year trial period of moving unit finance to the Wing.

Boyd/Starr, Passed

Chaplain Budget Amendment Per Col Angel's request, Mr. Rowland asked that the committee address the increase in the 2006 corporate budget for the Chaplain Program.

An increase from \$14,000 to \$28,000 for the Chaplain Region Staff Colleges
Add \$1,200 to cover the cost of the National Chaplain telephone.

Todd/Starr, Passed

Motion to adjourn the meeting: Starr/Todd, Passed

Meeting adjourned at 6:03 p.m.

Respectfully submitted,

Col Don Angel, CAP/NFO

Attachments:

Letter from CAP Historical Foundation

Virginia presentation for Unit finance request



NATIONAL HEADQUARTERS
CIVIL AIR PATROL
UNITED STATES AIR FORCE AUXILIARY
MAXWELL AIR FORCE BASE, ALABAMA 36112-6332

16 August 2005

MEMORANDUM FOR NATIONAL BOARD

FROM: CHAIR, IT GROUP

SUBJECT: Report of IT Group activities

1. The IT Group (ITG) has several sub-groups working key issues, which are: (a) MIMS – led by Lt Col Bill Hughes, NYWG; (b) IT Specialty Track – led by Maj Shane Williams, COWG; (c) User Interface issues – led by Col Bobby Picker, IDWG; and (d) IT Policies – led by Col Gil Day, AZWG. Sub-groups will continue to be created (and dissolved) as need dictates.
2. The ITG holds monthly conference calls on the fourth Sunday of every month at 2100 Eastern Time.
3. The following "Old Business" items were discussed at our last meeting. The current status, as reported by NHQ, is:
 - a. CAP Membership Cards
 - i. Create a credit card pay form for senior members by June 1: Form is complete; release delayed by NEC due to card design change.
 - ii. Update Membership system to allow cards purchased through Online Renewals and the client/server application by Oct 1: delayed due to card design change.
 - iii. Develop RFP for card production contractor, develop data transfer method with contractor by Oct 1: RFP developed, released, and cancelled due to card design change. Data transfer method can not be developed until contractor determined
 - b. Multi-Year Renewals
 - i. To update the Membership system to allow the member to renew for a one- to three-year period through the Online Renewals and the client/server application by Oct 1: in-house testing.
 - ii. Update flow integration in Accounting system and reporting to reflect unearned income for future year/s income collection: integration to accounting system is in-house testing, reports are in design phase.
4. The following "New Business" items were discussed at our last meeting. The current status, as reported by NHQ, is:
 - a. Wing Commander designation of certain pilot qualifications
 - i. Implement the appropriate business rules within MIMS for the wing commander or a designee to approve certain pilot qualifications by April 1: complete.

- b. Automate the 108 Process
 - i. Move the 108 process to a top priority in the IT projects listing: the project has been moved to a top project. No IT action taken at this time. Awaiting functional requirements.
- 5. Col Matt Sharkey, SER/CC, has graciously agreed to lead a working group on automating the CAPF 108 process.
- 6. Other major projects completed since the March 2005 National Board meeting include: specialty track recording and approvals online; data transfer functions for ES and pilot data between "Paperless Wing"/"WMU" and MIMS; CATS Real Property module; area for members to test new applications.
- 7. Major upgrades have been completed on the following applications: cadet special activities; vehicle mileage reporting; several MIMS applications; currency; online Form 8.
- 8. The following new functions are nearing completion: duty performance promotions; WSA upgrade; online member transfers; organization change upgrade; area for members to train on new applications.
- 9. The FY05 laptop buy should be completed by 9 Sep. Please provide your shipping address information to NHQ as requested via e-mail in order to avoid double shipping charges.
- 10. Your continued support of our IT initiatives is greatly appreciated, but your suggestions and feedback are even more warmly welcomed and solicited. Please contact the Chair, ITG, via e-mail russopland@gmail.com or cell 302-530-7291.

Very respectfully submitted,

_____ original signed _____

RUSSELL M. OPLAND, Colonel, CAP
Chair, IT Group



OFFICE OF THE NATIONAL COMMANDER
CIVIL AIR PATROL
UNITED STATES AIR FORCE AUXILIARY
105 SOUTH HANSELL STREET
MAXWELL AIR FORCE BASE, ALABAMA 36112-6332

19 August 2005

MEMORANDUM FOR ALL UNIT COMMANDERS

SUBJECT: Policy Letter – Revision to the Cadet Physical Fitness Test Standards

Effective immediately, the previous CPFT Policy Letter, dated 18 February, is extended until replaced by CAPR 52-16, *Cadet Program Management*, and the related pamphlet, CAPP 52-18, *Cadet Physical Fitness Program*.

ANTONIO J. PINEDA
Brigadier General, CAP
National Commander

2005 Summer National Board

Wing Administrator Update

Don Reckart, SPHR
Human Resources Manager

Program Status

- SecAF approved funding
- WG/CCs approved Position Description
- WG/CCs assessed need for FT vs PT
- First 26 positions announced
- Announce remaining 26 in September

Hiring Process

- HR announces jobs
 - CAP website
 - Local State Employment Service
 - Veterans' Representatives
- Candidates must apply on-line at website
- HR collects apps & reviews qualifications

Hiring Process (cont'd)

- HR forwards qualified candidates' apps to appropriate WG/CC
- WG/CC interviews candidates
- WG/CC selects best qualified candidate
 - Notifies Corp HR
 - Advises HR of desired start date

Corporate HR Support

- Contacts selected candidate
- Extends verbal conditional offer
- Prepares and mails formal written offer
- Initiates background check
- Arranges drug screen
- Notifies WG/CC of process completion

Challenges

- CAP pay & benefit programs funded with O&M money not MILPay or CIVPay money
- O&M funds indexed at much lower inflation factor through out-years
- Not funded for 100% full time
- Must use part time now to meet future funding

Employment Issues

- Workspace identified
- Phone/computer available & compatible
- Team members can't supervise relatives
- Administrator must perform only duties identified in Position Description
- Remain sensitive to pay/benefit differences with other wing employees

Initial Placement

- | | | |
|--|--|--|
| ■ Northeast
New York
New Jersey
Pennsylvania | ■ Middle East
Delaware
Nat Cap
West Virginia | ■ Southeast
Florida
Georgia
Puerto Rico |
| ■ Great Lakes
Illinois
Indiana
Michigan | ■ North Central
Iowa
Kansas
Missouri | ■ Pacific
Hawaii
Nevada
Oregon
Washington |
| ■ Southwest
Arizona
Louisiana
New Mexico | ■ Rocky Mountain
Idaho
Montana
Utah
Wyoming | |

Fall Placement

- | | | |
|---|---|--|
| ■ Northeast
Connecticut
Maine
Massachusetts
New Hampshire
Rhode Island
Vermont | ■ Southeast
Alabama
Mississippi
Tennessee | ■ Middle East
Maryland
North Carolina
South Carolina
Virginia |
| ■ Great Lakes
Kentucky
Ohio
Wisconsin | ■ Rocky Mountain
Colorado | ■ North Central
Minnesota
Nebraska
North Dakota
South Dakota |
| ■ Southwest
Arizona
Arkansas
Oklahoma | ■ Pacific
Alaska
California | |



Agenda Item 14



Recruiting Campaign Report

Ms. Susie Parker



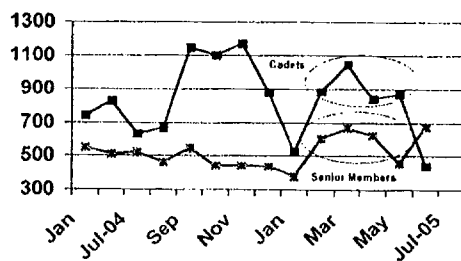
2005 Members for Missions

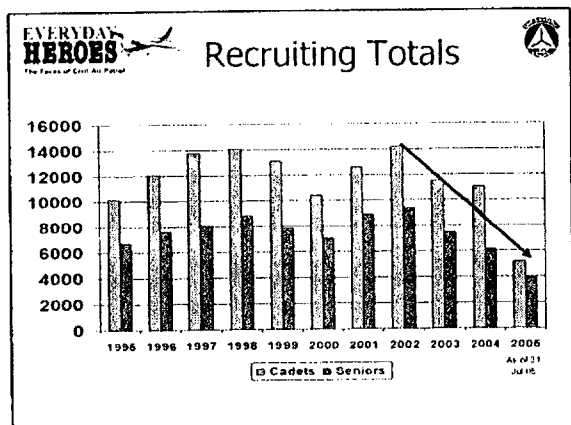


- Campaign ran 1 April – 30 June
 - 3,913 new members joined during this period
 - 1,680 were recruited by a member
 - 1,282 members recruited at least one
- Prizes for top 10 cadet and senior recruiters
- Prizes for top squadron in each Region with highest overall growth



New Members








EVERYDAY HEROES
The Faces of Civil Air Patrol

Recruiting

- Fall is traditionally heavy recruiting period for cadets
 - Start fresh for new school year
 - Back to School/Club nights
- Focus on sharing member experiences with others to recruit
- New Recruiting Officers web page
 - Tips
 - Brochures/posters
 - Info briefing

EVERYDAY HEROES
The Faces of Civil Air Patrol

Back to School Campaign

- Campaign will run 1 Sep thru 30 Nov
- Targets Cadets and Teachers
- Prizes for top 10 cadet recruiters
 - Laptop computer 
 - XM Radio system 
 - PSP Game System 

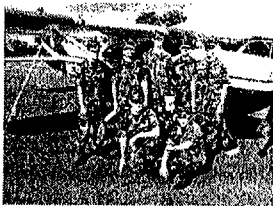


Back to School Campaign



- Prizes also for top 3 Aerospace Education Member recruiters
 - Trip for two to NCASE 2006
 - Two free registration and banquet tickets
 - One free registration and banquet ticket
- Any cadet who recruits a teacher as an AEM has name entered in special drawing
 - One entry per AEM recruited
 - Digital camera





**Our Members are
our best
recruiting tool!**
